

MEMORANDUM

#05-03

TO: Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: August 13, 2004

SUBJECT: INFORMATION CONTACTS

Customer service is a top priority at the Division of Accounting. We are committed to answer your questions and concerns promptly and professionally. Please utilize the following contact list for areas of expertise when processing accounting information.

<u>Employee</u>	<u>Area of Expertise</u>	<u>Telephone</u>
Gary Bish	Financial Reporting, Cost Recovery	744-1078
Lewis Brooks	Training coordination	744-1039
Evelyn Dick	Administrative Officer	744-1038
Phyllis Jurczak	Accounting policy and procedures, SuperCard	744-1052
Jackie Keel	OMS processing and training	744-1043
Van Link	DFMS transactions processing	744-1056
Greg Martin	Installation of OMS, SuperCard	744-1041
Jerry Minner	DFMS report distribution, Security	744-1062
Linda Murabito	Fixed Assets, 1099's	744-1079
Reese Robinson	Financials Reengineering Project Manager	739-1740
Shelley Stanley	Receptionist	744-1035
Becki Surguy	GAAP, GASB-34, CAFR	744-1050
Bonnie Thompson	DFMS transactions processing	744-1053
Your State Accountant	Payroll kickers	
DFMS forms	Unit Operations Clerk	744-1051
PHRST	Payroll help desk	739-8066 option 1
Division of Revenue	Business and personal taxes, Business licenses	744-1085
Louisa Howard and Marietta Stokes	Check Services section within the Office of the State Treasurer	744-1021 744-1022

